

PART II	DEPARTMENT OF PERSONNEL SERVICES	2.889
	STATE OF HAWAII	2.890
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Minimum Qualification Specifications  
for the Classes:

LICENSING EXAMINER III, IV, V

Basic Education/Experience Requirements:

Graduation from an accredited college or university with a bachelor's degree.

Excess work experience of the type described below or any other progressively responsible professional work experience which provided knowledge, skills and abilities equivalent to those normally acquired in four (4) years of successful study may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided below, applicants must have had the type of experience described in the statements immediately following and in the amounts indicated below:

Class Title	Specialized Experience (years)	Supervisory Experience (years)	Total Experience (years)
Licensing Examiner III	2	0	2
Licensing Examiner IV	3	0	3
Licensing Examiner V	4	*	4

Specialized Experience: Progressively responsible professional work experience in the development, administration and evaluation of examinations.

\*Supervisory Experience or Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Possession of a master's degree from an accredited college or university in statistics or tests and measurements may be substituted for one (1) year of Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Possession of a valid motor vehicle operator's license is required.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position

will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new classes LICENSING EXAMINER III, IV, V.

DATE APPROVED: 12/22/87

Alfred C. Lardizabal  
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Director of Personnel Services